



U. S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

|         |                           |  |
|---------|---------------------------|--|
| 1. Post | 2. Agency<br><b>STATE</b> | 3a. Position Number<br><b>358201- 540003</b><br><b>OPS Job Code:H44320</b> |
|---------|---------------------------|--|

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☒ Yes ☐ No If yes, please provide position number: **358201-101631 358201-K0163525**

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces.  
(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_
- ☐ b. New Position \_\_\_\_\_
- ☒ c. Other (explain) Implementation of pilot HR SJD, approved by GTM/OE 4/14/2022

| 5. Classification Action         | Position Title and Series Code                          | Grade | Initials      | Date(mm-dd-yr.) |
|----------------------------------|---|-------|---------------|-----------------|
| a. Post Classification Authority | Human Resources Assistant (American Services), FSN-0305 | FSN-8 | HR/OE         | April 2018      |
| b. Other                         | Human Resources Assistant (American Services), FSN-0305 | FSN-8 | AFRCC:<br>MHB | 6/6/2022        |
| c. Proposed by Initiating Office |   |       |               |                 |

6. Post Title Position (*If different from official title*)

Human Resources Assistant (American Services)

7. Name of Employee

8. Office /Section

Human Resources Office

a. First Subdivision

b. Second Subdivision

N/A

c. Third Subdivision

N/A

9. This is a complete and accurate description of the duties and responsibilities of my position.

Printed Name of Employee

Date (mm-dd-yyyy)

Employee Signature

10. This is a complete and accurate description of the duties and responsibilities of this position.

Printed Name of Supervisor

Date (mm-dd-yyyy)

Supervisor Signature

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

Printed Name of Chief or Agency Head

Date (mm-dd-yyyy)

Chief or Agency Head Signature

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Printed Name of Admin or HR Officer

Date (mm-dd-yyyy)

Admin or HR Officer Signature

### 13. Basic Function of Position

Responsible for all American personnel programs at the Mission including but not limited to: Travel Messages (TMs) for arriving/departing U.S. Direct Hire (USDH) staff; check-in/check-out processing; advising American employees on matters relating to career development and personnel regulations; NSDD-38 procedures for new or existing USDH positions; maintaining files for American employees; managing recruitment program for Family Member Appointment (FMA), Seasonal Hires, When Actually Employed (WAE), Rovers, etc.; managing the Duty officer program; and provides general guidance on accreditation (visas and diplomatic ID processing).

### 14. Major Duties and Responsibilities

\_\_\_\_ % of Time

#### American Personnel Services

70%

##### 1. Check-In/Check-Out Duties:

Prepares and updates documents for Welcome materials, working with team members, other Consulate offices and supervisors. Disseminates guides and packages in accordance with standard operating procedures.

Manages pre-arrival contact with clients to request advance information, sends Welcome Cable information via e-mail. Reviews, processes, and files check-in/check-out forms, collects required “returnable” documents from departing employees, etc. Prepares paperwork for approval of Members of Households (MOHs) as needed.

##### 2. Travel Message Cables:

Prepares Travel Message (TM) cables (such as TM3s, TM5s and TM8s), extension/curtailment, and reassignment at Post cables for the supervisor’s review and maintains control documents. Enters TM data into Overseas Personnel System (OPS).

##### 3. Ministry of Foreign Affairs and Accreditation duties: Regular contacts with the Ministry of Foreign Affairs (MFA) on all matters regarding:

- diplomatic recognition of all USDH employees under Chief of Mission (COM) and their dependents
- diplomatic recognition of temporary duty (TDYs) officers of agencies under COM
- approval of US Eligible Family Member (EFM) employment on the local economy
- appropriate recognition of Third Country Nationals (TCNs) accompanying USHDs at post
- dual citizenship implications towards recognition of USDH employees and their dependents

Drafts diplomatic notes and submits for approval. Maintains working to mid-level contacts with the Ministry of Foreign Affairs division and Consular Affairs division in order to resolve issues related to accreditation of third country national domestic servants, TCNs, etc. Responds to inquiries from MFA regarding various special requests.

##### 4. US Intern Program:

Primary liaison with EX/HR on all matters pertaining to overseas US Interns. Liaises with sections and submits requests for internship. Works with Section Chiefs to top rank candidates from the Department’s application database and makes assignments determination based on sections’ needs and students’ interest. Prepares conditional offer letters for students’ acceptance and submission to the Bureau. Responds to various inquiries from candidates; submits cables to the Department. Assists with housing, visas, security clearance related questions. Administers interns’ performance evaluations.

##### 5. Allowances/Payroll:

Provides responses to questions about general allowance/entitlement questions, benefits such as educational travel, travel for children of separating parents, Medical/Death/Eldercare Emergency Visitation Travel (EVT), return of children over 21, etc. Refers to 3 FAM and Standardized regulations. Drafts/prepares any required telegram notifications. Receives and distributes Open Season and other materials (TSP, FEHB, FEGLI, etc.). Provides first-line



response to client's questions and refers difficult and/or problem cases to the HRO or Washington contacts. Processes forms submitted for HRO's signatures. Prepares allowance cables to Financial Service Center (FSC) Charleston regarding post differential and post allowance for employees and their family members assigned to post.

**6. NSDD-38 Process and Position Management:**

Advises post on NSDD-38 requirements, related regulations, and status of individual cases. Drafts/updates post policies and staff announcements. Manages the process for unclassified NSDD-38 requests/approvals from receipt to conclusion. Drafts decision memorandum and response cables. Drafts necessary diplomatic notes to the MFA related to staff/agency movements within post. Updates status and/or historical data on individual cases and/or agency staffing levels. Re-programs positions within the Mission as needed, including managing 'at post reassignments.'

**AEFM Employment Programs**

10%

Serves as post's main point of contact (POC) on American local employment programs. Primary liaison with EX/HR on all matters relating to EFM hiring. Responsible for coordination with Bureaus to obtain permissions for establishing and/or converting EFM positions. Prepares cables to the Department requesting new positions or position (re)classification of FMA designated positions.

Manages position records of EFMs, Expanded Professional Associate Programs (EPAPs), and Seasonal Hires. Provides hiring managers with solutions on job sharing and/or WAE options, where applicable, to maximize availability of jobs to all EFMs interested to apply for Embassy positions. Coordinates with DOS and non-DOS employees and their high school and college age dependents to fill summer hire positions at post. Manages hiring placement, scheduling, and overall implementation of program. Prepares Overseas Seasonal Hire Program (OSHP) budget costs for FMO's budgeting purposes. Plans, coordinates, and manages work schedule for summer hires, etc.

Performs recruitment for EFM positions. Reviews EFM position descriptions and advises on accuracy and correctness. Refers hiring managers to Post Classification Advisor (PCA) for further actions, as needed.

Advertises EFM positions via post's distribution lists, SharePoint site, newsletter, and within the EFM community at post and/or incoming personnel. Liaises with other diplomatic missions, employment companies and renowned organizations in order to promote employment opportunities for the US Government (USG).

Reviews and screens applications, conducts specific tests for qualified applicants, and refers them to the hiring officer. Sets up the Post Employment Committee (PEC) meetings; drafts decision memorandum on EFM selections; and PEC concurrences or the Chief of Mission (COM) approval. Prepares job offer letters and coordinates all paperwork for EFM employment.

Identifies whether selected EFM meets Superior Qualifications Rate (SQR) and Highest Previous Rate (HPR) eligibility criteria. Proposes appointment grade and step by comparing position requirements, incumbent's qualifications, highest previous rate, etc. Prepares requests for appointment authorizations and personnel actions. Responsible for submitting all employment documentation to the Bureau and to Global Financial Services Center (GFSC) correctly and on time to avoid payroll delays.

Performs orientation for new EFMs and assists them in completing the required employment documentation and provides advice on available benefits, employee express, etc.

EFM Security Clearance procedures - Responsible to collect, compile, and submit the complete security clearance packages to Diplomatic Security (DS). Works closely with the HRO or Management Officer (MO) on Electronic Questionnaires for Investigation Processing (eQIP) cases by providing specific data to initiate cases in eQIP. Follows-up with EFMs on missing information to avoid potential system cancelations and/or delays. Ongoing follow-up with DS for updates on pending cases.

### **HR Database Maintenance and Reporting**

10%

Enters all relevant information (e.g., promotion lists, tenure lists, curtailment/extension approvals, reassignment at post, personnel actions, check-in/check-out information) into HR databases and maintains other control documents.

Researches databases to develop lists for special projects such as annual Mission-wide Cost Sharing Data Certification, ICASS workload counts, Family Member Employment Report (FAMER), F-77 report for ACS' emergency evacuation, and/or provide ad hoc reports and statistics.

Checks data input in OPS for diplomatic/consular titles and coordinates with HR in Washington for accurate diplomatic titles.

Prepares annual diplomatic and consular list in accordance with FAM requirements for submission to MFA publisher.

Conducts formal presentations during HR brown bags.

### **Other Administrative Duties**

10%

Coordinates post's efforts to administer the Foreign Service Officer Test (FSOT) including soliciting for volunteers, coordinating a location as well as date/time, working with IT for logistics, and communicating with FSOT administrators as necessary.

Maintains and updates Duty Officer schedule, ensuring handbook is up-to-date and passed on to next duty officer on specific date. Ensures any electronic devices are in proper working order.

Creates and maintains electronic OPFs. Manages files in accordance with USG retention and destruction guidelines. Assists HR team with projects as required.

**\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

### **15. Qualifications Required for Effective Performance**

a. Education

Completion of two (2) years of general college studies is required.

b. Prior Work Experience

Minimum three (3) years of progressively responsible experience in human resources or administrative field is required.

c. Post Entry Training

PA 331-Basic Human Resources; PA338- Intermediate Human Resources for LE Staff; GFS61 Travel Policy; Overseas Personnel System (OPS); and Electronic Recruitment Application (ERA). On-the-job training using program documentation and User Manuals.

d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).

English level III (Good working knowledge) Reading/Writing/Speaking is required.

e. Job Knowledge

The full performance level of this position should have detailed knowledge of USG personnel administration (3 FAM – Foreign Affairs Manual). Understanding of classification procedures as it relates to EFM hiring, detailed



knowledge with recruitment and employment regulations for American employees. Knowledge of Privacy Act requirements as they relate to personal information. Knowledge of local regulations related to visas, accreditation, Vienna Convention on diplomatic relations, Protocol Guidebook, The Bilateral Work Agreement (BWA) for EFM employment on the local economy, etc.

f. Skills and Abilities

Good working knowledge of Microsoft Office (Word, Excel, Power point, Outlook, and Internet). Skills in using tools such as Overseas Personnel System (OPS) and Electronic Recruitment Application (ERA). Must have excellent customer service and communication skills to manage in-person and telephone contacts. Must be organized, diligent and able to work under pressure. Good interpersonal relationships are required.

**16. Position Element**

a. Supervision Received: Reports directly to the Human Resources Specialist

b. Supervision Exercised  
Position has no direct supervisory responsibilities.

c. Available Guidelines  
Foreign Affairs Manual (3 FAM), Local Employees Personnel Handbook (3 FAH-2). Internal office policies and procedures, State Department regulations regarding records management, local rules regarding accreditation and visas and the Vienna Convention on Diplomatic Relations (VCDR).

d. Exercise of Judgment  
Incumbent will be privy to information which cannot be divulged to co-workers. Must exercise judgment in replies given to various personnel questions.

e. Authority to Make Commitments  
None.

f. Nature, Level, and Purpose of Contacts  
Contacts with LE Staff and American direct hire employees at all levels. Mid-level contacts with various offices in Washington regarding various procedures, assignment details, TMs, payment authorization, security clearances, etc. Contacts with FSC Charleston on matters relating to general allowance and entitlements. Works with Section/Agency heads and senior management on matters such as US Interns, EPRs, etc. External contacts include working to mid-level contacts at the Ministry of Foreign Affairs and Consular Affairs division for visas and accreditation. Contacts with MFA Protocol Director and MFA Consular Relations Chief for complex visa related issues and contacts in other diplomatic missions.

g. Time expected to Reach Full Performance Level  
One (1) year.